

You want to apply for a temporary residence permit? Fill in all the fields on the form correctly. We will tell you how to fill in the boxes that might cause you trouble:

- Name of the authority to which the application is submitted (p. 1 of the form) - enter: KUJAWSKO-POMORSKIE VOIVODE.
- Box A.2 - Previous surnames. If you have never changed your surname, enter: I DON'T HAVE.
- Box A.4 - Family name. Enter your name on your birth certificate. If you fill in your child's application, enter the child's name on the birth certificate.
- Box A.5 - Previous names. If you have never changed your name, enter: I DON'T HAVE.
- Box A.17 - Distinguishing features. If you do not have any distinguishing features (e.g. scars, tattoos, marks), enter: I DON'T HAVE. If you have a distinguishing feature, enter which one and where. Example: scar on the forehead, tattoo on the left hand.
- Box A.18 – PESEL number. If you do not yet have a Polish identification number, enter: I DON'T HAVE.
- Box C.II – Family members of a foreigner residing on the territory of the Republic of Poland. If none of your family lives in Poland, enter: I DON'T HAVE FAMILY IN POLAND.
- Box C.II.a – Previous stays on the territory of Republic of Poland. Enter here the dates - from when and to when you were previously in Poland and on what basis (visa, visa-free traffic, residence card). Enter all previous stays in Poland.
- Box IV - Foreign trips and stays outside the territory of the Republic of Poland in the last 5 years. Enter here dates – from when and to when – all your stays outside Poland in the last 5 years. If you have only been in your country, you must also enter this because your country is outside the territory of Poland.
- Box VII. Enter YES or NO. If you answer YES, please give details.
- In part E of the form, sign in legibly - enter your name and surname - as it is written in your passport, in Latin characters. We need to know that it was you who signed your application.
- Are you applying for a permit for your child? If the child is under 18 years old, you must sign the application. Neither the child nor the proxy can sign the application. If your child is 13 years of age, he or she will submit a specimen signature in the box, but

If you have already filled in your application correctly, we have some more tips for you:

- Do you want us to send you letters to an address other than your home address? Give us the address to send letters, which is the correspondence address.
- Do you submit an application in the general chancellery of the office or send it by post? Do you want to send your photos by post or leave them at the general chancellery? Be sure to enter your name and surname on the back of the photos. This way, we will be sure to attach photos to your application - even if they fall out of the envelope or disconnect from the application.
- Are you the attorney in the case we conduct? Make sure you are authorized to act before the Kujawsko-Pomorskie Voivode.
- Are you applying for a temporary residence and work permit? Please submit the

Are you an employer/do you entrust the performance of work to a foreigner and fill in annex no 1?

- Please complete the statements on page 4. If you are a natural person or a natural person running a sole proprietorship, complete points 1-6. If you are representing a legal person, please complete point 7.
- Sign legibly – name and surname - annex no 1. We have to be sure, that it was signed by a person who has the right to do so. If you have signed the annex because you are acting on behalf of the entity that entrusts the work, attach the authorization.
- Do you send us Annex 1 by post or leave it at the general chancellery?
On the first page, enter the name of the foreigner concerned by this annex. If you know the case number we gave you, enter it next to your surname.